



Career Opportunity

Swan General Ltd has an excellent opportunity for a Credit Control Support

Responsibilities

- Assist in debt collection (direct clients, agents and brokers)
- Process payments received – (cheques/internet banking)
- Ensure timely input of data in AS400
- Update cheque tracking system
- Monitor/process and upload standing order/direct debit
- Monitor the timely sending out of reminders and follow up
- Follow up on credit restrictions
- Preparation and despatching of Statement of Accounts
- Contact customers, banks and agents/brokers for outstanding payments
- Respond to customer's queries in a timely manner (including banks and agents/brokers)
- Prepare monthly reports when required
- Perform administrative duties

Profile of the ideal candidate

- Higher School Certificate (HSC) or equivalent (Mathematics and Accounting at principal level would be an advantage)
- At least 2 years' working experience in a similar position
- Fully conversant with MS Office Tools (Word, Excel and PowerPoint)
- Outgoing personality, with excellent oral and written communication skills
- Be a good team player
- Good planning and organization skills
- Be able to work under pressure

If you believe that you fit the above profile, please send your application letter and curriculum vitae to hr@swanforlife.com quoting 'Credit Control Support/SGL' by Thursday 21st February 2019.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.
3. To offer the best suited candidate initially employment on a contractual basis for a period of 2 years.